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2 April 1984

MEMORANDUM FOR: Acting Chief, Career Management Staff, DDA

FROM:

Chief, Personnel and Career Management Staff/OP

STAT

SUBJECT: Career Training Program - OP Section of
DDA/Professional Orientation Course

1. You recently requested each DDA office to submit proposed course content for the DDA/Professional Orientation Course. In our proposal, listed below, we have tried to provide the broadest possible overview of the Office of Personnel's ongoing and important programs. The proposal also takes into account the fact that many of the issues affect the trainee personally as well as professionally. In devising our program we were mindful of the desire to provide content other than straight lecture and have included a PMCD workshop and a practical exercise in the recruitment and processing area.

2. The following is proposed as OP's course content:

1st Day

1st Hour - An Overview of OP/Special Programs

(A discussion of current trends in the area of retirement and benefit programs).

Speaker - Deputy Director of Personnel for Special Programs

2nd Hour - Retirement Affairs Division

Speaker - C/RAD

3rd Hour - Contract and Allowances Division

Speaker - C/CAD

4th Hour - Benefits and Services Division

Speaker - C/BSD

(Discussions of functions and responsibilities of each of these three Divisions)

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5th - 8th Hour - Position Management & Compensation Division Workshop

(Following a brief overview of PMCD, the trainees will learn how positions are audited and using the standards in the Factor Evaluation System participate in an exercise in which grade determinations are developed.)

Speakers - PMCD Officers

2nd Day

1st Hour - A Discussion of Personnel Policy & Regulatory Issues

(Coverage to include issues of Personnel Management, the Performance Appraisal System, Promotions, Award Systems, etc)

Speaker - C/Policy and Programs Staff

2nd Hour - Information Division

(A discussion of the technical aspects of personnel action processing, statistical systems used for monitoring program compliance, qualification analysis, etc.)

Speaker - C/ID

3rd Hour - OP/Special Activities

(The Problem Employee)

Speaker - C/SAS

4th Hour - Recruitment & Applicant Processing

(An overview of the Agency's Recruitment and Applicant Processing system.)

Speaker - DD/Employment

5th - 7th Hour - Practical Exercise

(An exercise in which the trainee will participate in the identification of need for an applicant, source evaluation, resume and applicant case review, hiring decisions and applicant processing.

Speaker - Training Officer/DD/Employment

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Final 30-60 Minutes - Director of Personnel

(An opportunity to discuss personnel
issues with the Director of Personnel

3. Although there may be need for slight modification prior to the initial running of the course, we believe the above represents a program in which the trainee will receive the broadest and most substantive view of OP within a relatively short time frame.



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